

Writing a Cover letter

Mother Hubbard's Ice Cream Parlour is looking for part-time workers for the summer period. You decide to apply for the position of ice cream server.

Write a short cover letter to accompany your application to the owners telling them about yourself and why you would be perfect for the position.

Remember to use paragraphs, correct punctuation and grammar.

Here are a few sentences for your letter. You do not have to copy them but instead try to write similar sentences of your own.

I am a hard worker

I am polite, friendly and confident in my abilities

I love ice-cream and have some knowledge of different flavours

I am very punctual and my attendance at school was very good.

I am very neat and tidy.

I am aware of the importance of food hygiene and food safety.

I'm very diligent.

You can write the letter on a page if there is not enough space.

Keep your writing neat and tidy

Write your address in the right hand corner and put the date underneath

Sign off with your signature (full name)

Dear Mother Hubbard,

I would like to apply for the position of Ice cream Server advertised in yesterday's Dundalk Herald.

I have some experience working in the food and catering industry doing various jobs such as serving customers, cleaning tables and food preparation in Joe's Café.

I look forward to hearing from you,

Yours sincerely
